



BOARD OF ARCHITECTURAL REVIEW

SUBMITTAL REQUIREMENTS FOR FENCE, WALLS, AND SITE WORK

CITY OF CHARLESTON **DEPARTMENT OF DESIGN, DEVELOPMENT & PRESERVATION** **PRESERVATION DIVISION**
75 Calhoun Street, Third Floor Charleston, South Carolina 29401 843-724-3781 Fax : 843-724-3772 www.charlestoncity.info

GENERAL INFORMATION: The Board of Architectural Review (BAR) was established in 1931 with the creation of the first preservation ordinance in the United States. As stated in the City of Charleston Zoning Ordinance, the purpose of the board is "the preservation and protection of the old historic or architecturally worthy structures and quaint neighborhoods which impart a distinct aspect to the city and which serve as visible reminders of the historical and cultural heritage of the city, the state, and the nation." The BAR reviews all new construction, alterations and renovations visible from any public right-of-way.

Board meetings are held at 4:30 p.m. on the second and fourth Wednesdays of each month at 75 Calhoun Street, third floor, City of Charleston Conference Room. Deadline for applications is 12:00 noon ten days prior to the meeting date. For meeting schedules, application forms, or additional information, please contact the City of Charleston's Architecture and Preservation Division staff.

Note: It is the applicant's responsibility to bring to the board meeting all presentation materials he or she may feel necessary to properly present the project. Larger projects should be presented with presentation boards and is recommended for all projects.

- Completed application form and fee.
- **5 half-size sets** (or 3 half-size sets if Staff Review) of drawings as described below (one full-size set may also be requested by staff):
 - Site plan, to scale, depicting:
 - Existing and proposed layout of all driveways, walkways, parking areas, entrance and exit drives, loading areas, walls, gates, etc.
 - Existing building(s) adjacent to the property.
 - Any demolition of existing site features.
 - Architectural drawings, to scale, depicting:
 - Elevations (including general notations regarding materials and dimensions) of proposed walls, fences, gates, etc.
 - Section of proposed walls/fences to depict method of construction.
- Material selections including:
 - Samples, brochures, and/or photographs for *atypical materials* (i.e., paving material or specific type of brick) and not for wood, stucco, etc.
- Photographs (4 sets for Board review; 1 set for staff review) of all sides of existing site and structure (if any). Also include photographs of surroundings sufficient to explain context. This includes, but is not limited to, buildings, signs, and site features.